How is your Portfolio going to be marked?

**Portfolio Evaluation**

|  |  |  |
| --- | --- | --- |
|  | **Out of** | **Mark** |
| **STRUCTURE:** |  |  |
| Portfolio – Wiki developed with a relevant name | 1 |  |
| All sections included   * This is Me * Academic/School * Teamwork Skills * Employment * Community | 5 |  |
|  |  |  |
| **CONTENT:** |  |  |
| Home Page with the following information included: All information that is relevant to who you are as an effective worker.   * Name * Address (street number, city, province, postal code) * Phone number * Email address | 4 |  |
| Items are relevant and document identified skills (do not showcase anything negative or inappropriate) | 5 |  |
| All sections are represented with document(s)   * This is Me (resume, cover letter are updated) (5 documents) * Academic/School (4 documents) * Teamwork Skills (2 documents) * Employment (2 documents) * Community (1 document) | 14 |  |
| Documents clearly showcase relevant skills or information | 5 |  |
| Explanations given when necessary | 4 |  |
| Documents included reveal student’s personality, uniqueness | 5 |  |
| Attractiveness – items are arranged neatly, graphics/word processing are used to make documents attractive | 5 |  |
| Organization – items are placed in proper sections | 5 |  |
| Journal Entries | 15 |  |
| Classroom Assignments (13 assignments x 5 marks each) | 65 |  |
|  |  |  |
| **TOTAL** | **/133** | **\_\_\_\_\_%** |